

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible administrative and supervisory position of chief officer of the fire department. The employee of this class is responsible for the administration and coordination of all fire department activities involving fire suppression; fire prevention and public fire education; fire investigation; fire communications; personnel management and supervision; training; and public relations. The Fire Chief works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs and controls fireground operations, makes decisions on strategy, determines immediate goals and objectives, and makes task assignments; reevaluates decisions as necessary during operations and implements new objectives and task assignments as necessary. Directs and monitors intermediate command staff members who are responsible for various aspects of the operation, including insuring that objectives are being met in accordance with the procedures set up in the emergency management plan.

Provides for and oversees a communications system for the department that includes a system for receiving calls or alarms from the public, dispatching appropriate units and personnel to respond to the emergency, handling calls to and from the emergency scene, and processing non-emergency communications. Establishes and implements effective fireground communications procedures to avoid confusion and promote maximum effectiveness of fireground operations.

Directs the handling of emergencies involving hazardous materials, including identifying the hazardous material involved, assessing the risk to the community and taking any action necessary to safeguard citizens, communicating information concerning the incident to appropriate authorities, determining the action to be taken to contain or control the incident, and directing subordinate personnel involved in operations. Directs fire department equipment and personnel when the department is called to assist with special tactical situations such as highway accidents, bomb threats, downed power lines, or any other situation which might result in a fire. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness,

including overseeing training of personnel, the development of policies and procedures, and the providing of necessary supplies and equipment for emergency medical care.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures.

Develops a personnel recruitment and selection program in accordance with federal EEO standards in order to insure that the department can maintain a qualified staff. Determines performance standards for department personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Adjusts work schedules and approves leave, making sure that sufficient personnel are available to meet department staffing requirements. Interviews prospective employees and makes recommendations for hiring.

Maintains discipline among employees of the department by conducting corrective interviews, recommending disciplinary action to the appointing authority, or notifying the employee of disciplinary action taken. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and providing assistance in technical areas of work. Counsels employees who are experiencing work problems in order to define the problem, identify ways to deal with the problem, and establish responsibility for solving the problem.

Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

Organizes the personnel management functions of the department by creating work cycles and deploying available manpower in a manner that most efficiently provides the required services while minimizing expense. Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Records expenses, disbursements, and related financial transactions of department accounts in order to maintain accurate fiscal records. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget; reviews and signs purchase requisitions, vouchers

for payment, or related financial records and sees that they are paid in accordance with departmental policy. Assists in the development of and administers a comprehensive personnel plan providing for employee compensation and benefits, including administration of the salary plan, health care plan, retirement plan, and fringe benefits offered by the department.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Obtains estimates on repair costs, labor repair services, and arranges for repairs of all department buildings, property, or equipment, or assigns such to qualified department personnel. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety.

Monitors the results of the risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department procedures are needed or to develop policy statements to be used by the fire department and/or city administration. Monitors any local conditions which may create situations the department may be called upon to handle.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess and maintain a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. **AND** must have at least nine (9) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.